

**MEMORANDUM**

To: Board of Regents  
From: Board Office  
Subject: Institutional and Board Office Personnel Transactions  
Date: October 6, 2003

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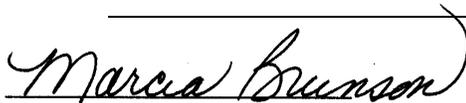
**Recommended Action:**

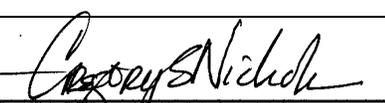
Ratify the personnel transactions at the Regent institutions as noted below.

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**Executive Summary:**

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|--------------------------------------|---|
| University of Iowa                   | <ul style="list-style-type: none"><li>• Register of Personnel Changes for September 2003.</li></ul>   |
| Iowa State University                | <ul style="list-style-type: none"><li>• Register of Personnel Changes for October 2003. The included reporting the retirement of JAMES L. MELSA, Dean of the College of Engineering, effective June 30, 2004.</li></ul>                         |
| University of Northern Iowa          | <ul style="list-style-type: none"><li>• The Register of Personnel Changes has not been received and will be reported next month.</li></ul>  |
| Iowa School for the Deaf             | <ul style="list-style-type: none"><li>• Register of Personnel Changes for October 2003.</li></ul>   |
| Iowa Braille and Sight Saving School | <ul style="list-style-type: none"><li>• Register of Personnel Changes for September 2003.</li></ul>   |
| Board Office                         | <ul style="list-style-type: none"><li>• Approve the appointment of MARILEE MITCHELL, Administrative Assistant, Business and Finance Unit, effective October 29, 2003, at an annual salary of \$36,500 plus the usual fringe benefits.</li></ul> |
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Marcia R. Brunson

Approved:   
Gregory S. Nichols